



**WYOMING
STATE BOARD
OF EDUCATION**

Policies of Governance



Table of Contents

1. [Board Legal Status](#)
2. [Powers and Duties](#)
3. [State Board of Education Method of Selection](#)
4. [Board Member Resignation](#)
5. [Board Member Removal from Office](#)
6. [Officers of the Board](#)
7. [Method of Election of Officers](#)
8. [Duties of the Board Chair](#)
9. [Duties of the Board Vice-Chair](#)
10. [Duties of the Board Treasurer](#)
11. [Duties of Board Members](#)
12. [New Board Member Orientation](#)
13. [Board Member Compensation and Expenses](#)
14. [Budget Guidelines and General Policies for Reimbursement](#)
15. [Board – State Superintendent Relations](#)
16. [Attorney](#)
17. [Board Meetings](#)
18. [Board Public Hearings](#)
19. [Board Meeting Agendas](#)
20. [Board Meeting Minutes](#)
21. [Public Participation at State Board Meetings](#)
22. [Executive Sessions](#)
23. [Voting Method](#)
24. [Ethics](#)
25. [Annual Operating Budget of the Board](#)
26. [Monitoring Contracts](#)
27. [Robert’s Rules of Order Summary](#)
28. [Public Comment](#)
29. [Internal and External Communications](#)

Section 1: Board Legal Status

Wyoming state statute [§21-2-301](#) establishes the purpose, composition, and desired actions of the state board of education.

Policy purpose: It is the purpose of this policy to guarantee the Wyoming State Board of Education is properly constituted and performs the legislative responsibilities within the expectations set by the governor.

Policy statement:

All board members will take The Oath of Office. Board members will be sworn in prior to taking office by the Chair.

Oath of Members of the Board: I, (name) do solemnly swear that I will uphold the duties and the laws of the state of Wyoming based on statutes governing operations of the Wyoming State Board of Education.

Section 2: DUTIES OF THE STATE BOARD OF EDUCATION

The Wyoming State Board of Education is required by statute to fulfill a broad range of requirements enumerated in [§21-2-304](#).

These include adopting Uniform Student Content and Performance Standards in designated subject areas; establishing equitable standards for graduation for all Wyoming high schools; implementing a statewide assessment system based on a coherent system of measures; implementing a statewide accountability system that includes a technically-defensible approach to calculate achievement, growth, readiness, and equity; and promulgating rules and regulations for implementing and administering a comprehensive school district teacher performance evaluation system and leader accountability system. Before promulgating rules, the State Board of Education partners with the Wyoming Department of Education to assess and consider K-12 requirements. Once approved by the Governor and legislature, new K-12 requirements are administered by the Wyoming Department of Education.

Policy purpose: The purpose of this policy is to ensure the state board is meeting its statutory obligations, including the primary one: to set goals for the Wyoming Public School System.

Policy statement:

The Board will annually review the established goals at its September meeting. At the meeting following the legislature, the Board staff will update the Board on any legislative changes that affect the power and duties of the Board.

Section 3: STATE BOARD OF EDUCATION METHOD OF SELECTION

The Wyoming State Board of Education was created by the Wyoming state legislature in 1917 and is composed of 14 members, 11 of whom are appointed by the Governor and can vote, while three are *ex officio* (one of whom can vote). The *ex officio* members include the State Superintendent of Public Instruction (the voting *ex officio* member), a designee of the President of the University of Wyoming, and the Executive Director of the Wyoming Community College Commission.

Among the gubernatorial appointments, there must be one certified classroom teacher at the time of appointment, one certified school administrator at the time of appointment, two representatives of private business or industry, and seven additional appointees representing different regions of the state. Not more than six appointed members may be registered for the same political party. The appointments are typically six-year terms and approved by the state legislature.

These and other requirements for convening the Wyoming State Board of Education are contained in [§21-2-301](#).

Policy purpose: The purpose of this policy is to ensure the state board is following the statutory procedures for the selection of new members.

Policy statement:

The Vice-Chair shall report to the board on current status of board members and continue to monitor vacancies and appointments.

Section 4: BOARD MEMBER RESIGNATION

Interim Executive Order 1997-4 effectively adopts the Executive Branch Code of Ethics as the process for board members to follow, in case of a need for resignation from the board.

Policy purpose: It is the purpose of this policy to define conditions of the procedure for resignation from the State Board of Education by a member.

Policy statement:

Once a board member accepts public office, he/she may resign at will by submitting a letter of resignation with an effective date to the Governor and a copy to the Chair.

Until a resignation becomes effective or is acted upon by the Governor, it may be withdrawn. Unless otherwise prohibited by law, the board member will continue in office until a successor is qualified.

Section 5: BOARD MEMBER REMOVAL FROM OFFICE

Removal of appointive officers and commissioners; reason for removal to be filed [§9-1-202](#).

Any person who holds a state office or commission by appointment of the members of a state board, commission or administrator may be removed by:

(i) The board, commission or administrator which appointed him where provided by law; or

(ii) The governor, for malfeasance or misconduct in office.

(c) Reason for removal of appointed officers or commissioners shall be mailed or delivered to the person to be removed.

Policy purpose: It is the purpose of this policy to delineate the grounds for dismissal from the state board.

Policy statement:

A board member may be excused from attending a board meeting by the Chair. The Chair's decision not to excuse a board member from attendance at a board meeting may be appealed to the entire board.

Board members are encouraged to participate in all meetings and activities of the board in order to effectively perform their duties. If a board member misses an excessive number of meetings in a calendar year without an excused absence, the Chair shall contact the member to discuss the matter and encourage future participation. If attendance does not improve, the board may take a vote to formally notify the Governor of inadequate participation. Ultimately, it is the Governor's role to decide whether the individual should continue as a member of the board.

Last revised: November 18, 2010

Section 6: OFFICERS OF THE BOARD

Wyoming State Statute [§21-2-301](#) also addresses the appointment, qualifications, terms and removal of members, meetings, and the election of officers.

Policy purpose: The purpose of this policy is to identify the officers of the Wyoming State Board of Education.

Policy statement:

Officers of the State Board of Education shall consist of Chair, Vice-Chair, and the Treasurer.

Section 7: METHOD OF ELECTION OF OFFICERS

Policy purpose: It is the purpose of this policy to clarify the timeframe and procedures for electing new state board officers.

Policy statement:

Within the first three regular meetings of the year, the Board shall elect from its membership a Chair, Vice-Chair and Treasurer. To facilitate this election, the following process shall be followed:

1. Prior to the first meeting of the calendar year, the current Board Chair shall appoint a three-member ad hoc nominating committee for the purpose of bringing forward nominations for Chair, Vice-Chair and Treasurer prior to the first meeting of the calendar year.
2. The Board Chair shall designate one of the three appointed members as chair of the nominating committee.
3. The nominating committee shall solicit comments from other board members regarding the characteristics needed by the next Chair, Vice-Chair and Treasurer and on possible nominations for the three offices. Nomination Committee will thoroughly interview any member who shows interest in any of the three offices.
4. Within the first three meetings of the calendar year, the chair of the nominating committee shall report the recommendations of the committee as to the nominations for the Board's Chair, Vice-Chair and Treasurer.
5. After the nominating committee's report is received, the Board Chair shall open the floor for additional nominations, if there are any.
6. A motion, second and a majority of the membership voting "aye" shall occur for a member to be elected Chair, Vice-Chair and Treasurer.
7. In the event that a vacancy occurs prior to the end of the term of the Board Chair, the Vice-Chair will become Chair and complete the rest of the previous chair's term.
8. If there is a vacancy of Treasurer or Vice-Chair, the Board Chair will appoint a member to serve.
9. To be eligible for election for Chair, Vice-Chair and Treasurer, a member shall have served at least six months on the Board.
10. The Chair, Vice-Chair and Treasurer shall be elected annually and can only serve three consecutive one-year terms. After serving three consecutive one-year terms as Chair, Vice-Chair and Treasurer, a member shall go out of office for one year before being eligible to serve in that same position again.
11. The current Board Chair will swear in and administer the Oath of Officers of the Board to the newly elected board members immediately following the election but only if the elected member has not held an office before.

The officer's oath will be as set forth below:

Oath of Officers of the Board

OATH: *I, (name) do solemnly swear that I will uphold the duties and the laws of the State of Wyoming based on statutes governing operations of the Wyoming State Board of Education.*

Section 8: DUTIES OF THE BOARD CHAIR

Wyoming statute **§21-2-301(b)** established the process for electing the board chair and lists duties, including the right to call meetings of the board as required. The same opportunity to call meetings of the state board are also given to the Governor and the State Superintendent.

Policy purpose: The purpose of this policy is to stipulate the duties of the Chair.

Policy statement:

The Chair shall preside at all meetings of the Board and shall be the Board's official representative at all times unless otherwise provided by the Board.

The Chair may appoint members to represent the Board at legislative and legal hearings, conferences, and other meetings deemed appropriate by the Board.

Special meetings may be called by the Chair. The Chair may appoint special or ad hoc committees as needed. The chair of a special or ad hoc committee shall be designated by the Board Chair.

The Chair shall, comply with **Section 19** of Wyoming State Board of Education policy manual on the development of agendas. The Chair shall, in consultation with the State Superintendent or designee, hold a debrief meeting including relevant board members and/or staff within a month following the meeting of the Board.

The Chair shall sign all contracts that the Board is authorized to execute.

The Chair is responsible for immediate interpretation, application and enforcement of policies related to board membership. All complaints concerning a possible ethical violation shall be made to the Chair who shall make an initial determination of the issue. If further action is warranted, the Chair will pursue an appropriate course of action.

Last revised: August 18, 2016

Section 9: DUTIES OF THE BOARD VICE-CHAIR

Policy purpose: It is the purpose of this policy to stipulate the duties of the Vice Chair of the state board.

Policy statement:

In the event the Chair is absent or otherwise unable to perform the duties of that office, the Vice-Chair shall carry out the duties prescribed thereto.

The Vice-Chair shall report to the board on current status of board members and continue to monitor vacancies and appointments.

Section 10: DUTIES OF THE BOARD TREASURER

Policy purpose: It is the purpose of this policy to enumerate the duties of the board treasurer.

Policy statement:

The Board Treasurer will review the expenditure reports and report to the Board at each meeting. The Treasurer will be responsible for monitoring the budget and bring concerns to the Board as necessary. The Treasurer's report will be approved at each meeting.

Section 11: DUTIES OF BOARD MEMBERS

Several Wyoming statutes inform the duties of state board members including [§21-2-302](#) that defines a quorum, and majority vote (which requires eight affirmative votes to pass a motion); [§16-4-403](#) which defines meetings to be open, with participation by the public, and approved minutes; [§21-2-304](#) which lists duties of the state board of education; and, [§21-2-306](#) which gives requirements for reports of the state superintendent and state board.

Policy purpose: The purpose of this policy is to enumerate the duties of state board members.

Policy statement:

Duties of members of the State Board of Education shall include, but not be limited to, the following:

1. Regularly attend meetings of the Board, enter into discussions, and participate in decision-making on items coming before the Board.
2. Study and be familiar with agenda items sent to board members prior to each meeting.
3. Serve on committees when requested to do so by the Chair.
4. Refer problems brought to the attention of the individual board member to the Chair and if necessary engage the Board for review, action, or submission to the Board.
5. Recognize that each individual board member has no authority to act for the entire Board except at the request of the Board.
6. Provide information on Board activities to the Chair and Superintendent of each school district (s)he represents.
7. Board members who need specific information from the Wyoming State Department staff can contact the Board Staff, or the Department Liaison. If the Board member feels the response is not satisfactory, he/she will then contact the Chair for assistance.

Last revised: September 23, 2016

Section 12: NEW BOARD MEMBER ORIENTATION

Policy purpose: It is the purpose of this policy to standardize the orientation of new state board members.

Policy statement:

The Chair, with the assistance of the Board staff, Department Liaison, Board Attorney and at least one sitting Board member shall provide an orientation for new board members before or as soon as possible after their first board meeting.

Section 13: BOARD MEMBER COMPENSATION AND EXPENSES

All appointed members of the state board shall receive compensation, per diem, and mileage for actual time spent in performance of their duties and traveling expenses while in attendance, and going to and from board meetings in the same manner and amount as members of the Wyoming legislature [§21-2-303](#).

Policy purpose: It is the intent of the state board that they receive compensation and travel reimbursements, consistent with payment procedures of the Wyoming State Legislature.

Policy statement:

Board members will be reimbursed as defined in the Wyoming State Board of Education Travel Regulations.

Section 14: BUDGET GUIDELINES AND GENERAL POLICIES FOR REIMBURSEMENT

When planning on attending a conference or meeting other than a regularly scheduled Board meeting or hearing, contact the executive assistant for the State Board and explain the proposed travel arrangements. The executive assistant will then figure the appropriate cost of the conference or meeting and contact the Board Chair for approval. The executive assistant will then notify the Board member of the approval.

Policy purpose: It is the purpose of this policy to ensure proper procedures are followed in the expenditure of state board funds.

Policy statement:

The board will follow the procedures listed below in committing the use of public funds:

Room Rental

Meeting rooms are to be obtained without cost whenever possible.

Travel Reimbursement

All overnight travel, other than regular Board meetings or hearings must be pre-approved by the Board Chair. All convention expenses must receive prior approval of the Board Chair.

Mileage

State Board of Education members are reimbursed in accordance with the state approved mileage rate.

Lodging

Lodging shall be reimbursed for actual expenses incurred upon presentation of a paid receipt. The government rate should be obtained at all hotels, when available.

Per Diem

Per Diem will be paid at the state approved rate.

Last revised: October 14, 2016

Section 15: BOARD-STATE SUPERINTENDENT RELATIONS

Policy purpose: It is the purpose of this policy to specify the need for collaboration between the Wyoming State Board of Education and the Wyoming Department of Education.

Policy statement:

The Board and State Superintendent shall "*cooperate fully at all times to the end that the State system of public education may constantly be improved.*"

The Chair will be contacted promptly on any correspondence, representation, and or meetings that involve the Wyoming State Board of Education.

Section 16: ATTORNEY

Wyoming state statute [§9-1-608 \(b\)](#) stipulates that the State Attorney General represents the State Board and the State Board cannot retain other counsel without the Attorney General's approval.

Policy purpose: It is the purpose of this policy to ensure that the state board adheres to statute regarding hiring legal representation, while providing access to legal advice as provided for by the Attorney General.

Policy statement:

Any board member may directly contact the Attorney for assistance.

Section 17: BOARD MEETINGS

The following excerpts from [§16-4-403](#) stipulate the terms under which public meetings are held with every attempt to conduct them in open and transparent means to facilitate the opportunity of the public to know about and participate in meetings of the state board.

(a) All meetings of the governing body of an agency are public meetings, open to the public at all times, except as otherwise provided. No action of a governing body of an agency shall be taken except during a public meeting following notice of the meeting in accordance with this act. Action taken at a meeting not in conformity with this act is null and void and not merely voidable.

(b) A member of the public is not required as a condition of attendance at any meeting to register his name, to supply information, to complete a questionnaire, or fulfill any other condition precedent to his attendance. A person seeking recognition at the meeting may be required to give his name and affiliation.

(c) Minutes of a meeting:

(i) Are required to be recorded but not published from meetings when no action is taken by the governing body;

(ii) Are not required to be recorded or published for day-to-day administrative activities of an agency.

(d) No meeting shall be conducted by electronic means or any other form of communication that does not permit the public to hear, read or otherwise discern meeting discussion contemporaneously. Communications outside a meeting, including, but not limited to, sequential communications among members of an agency, shall not be used to circumvent the purpose of this act.

Policy purpose: The purpose of this policy is to recognize and respect the opportunity for Wyoming citizens to gain access to meetings of the state board whether in person or via electronic means. It details the annual meetings of the state board, to make the public aware of the major events undertaken annually by the board.

Policy statement:

Types of State Board Meetings

Meetings of the Board may include regular meetings, special meetings, emergency meetings, committee meetings, and public hearings.

Annual Organizational Meeting

Any of the first three meetings of the calendar year shall be designated an annual meeting for the purpose of election of board officers.

Regular Board Meetings

Regular meetings of the Board shall be held in any month, so long as the Board meets at least four times every year. The Board will ask the Administration Committee to determine whether meetings will be in person or held virtually and recommend the location of such in person meetings.

Regular Board meetings will be held in conjunction with the State Board of Vocational Education. When appropriate, the State Board of Education will adjourn and immediately reconvene as the State Board of Vocational Education.

Special Board Meetings

Special meetings of the Board may be called by the Chair or a majority of board members.

There are certain items that are discussed at the same time every year.

State Board of Education Meetings

January/February

- Legislature
- Review BOCES/BOCHES Agreements
- Election of Officers and review of duties
- Invitation to the Governor to attend

April

- Charter Schools Update
- Set annual meeting schedule
- Review of strategic plan

June

- Accreditation
- Alternative School Schedules
- Budget
- Select committee to review policy manual

September Retreat (Chair's choice of location)

- Board training and self-evaluation (NASBE is recommended)
- Review and update Wyoming Education Goals and Strategic Plan
- Review recommendations from policy manual committee
- Review of legislative issues

November

- Review the recommendations of the self-evaluation
- Nominating Committee appointed if needed
- Adopt any policies of governance changes

Other topics

- School Restructuring Updates
- Wyoming Content and Performance Standards, District Assessment System and Statewide Assessment Issues
- Court Ordered Placement-Residential Treatment Center Approval
- District and School Accountability
- Boundary Changes

Section 18: BOARD PUBLIC HEARINGS

Wyoming state statute [§16-4-403](#) requires meetings of the Wyoming State Board of Education to be open to the public, with the requirement that minutes of such meetings will become official once the minutes are approved at a subsequent meeting of the board. It also requires that no meeting shall be conducted by electronic means or any other form of communication that does not permit the public to hear, read, or otherwise discern meeting discussion contemporaneously.

Policy purpose: It is the purpose of this policy to comply with the open meetings laws, especially when holding meetings virtually.

Policy statement: Every effort shall be made to hold virtual meetings in a way that facilitates public access to both the oral comments and to the visual images of board packet information, including documents, statutory citations, etc.

Section 19: BOARD MEETING AGENDAS

Policy purpose: It is the purpose of this policy to define the process for the development and approval of the state board meeting agenda.

Policy statement:

The Chair shall call for agenda items at least two weeks prior to a scheduled meeting. Any member of the Board, as well as the WDE Board liaison SBE Staff may submit agenda items that are linked to SBE work, legislative or statutory mandates, or strategic priorities. The Executive Assistant will distribute draft copies of the agenda to all SBE members and solicit suggestions for revisions. The Chair, Vice-Chair, and Chair of the Supervisory Committee will finalize the agenda by determining the items and the order in which the items will be placed on the agenda. The State Director of Vocational Education will provide items for the State Board of Vocational Education meeting agenda. The Executive Assistant will determine a deadline for submission of supporting items for the board meeting packet. Supporting information shall be provided by the deadline or the item may be removed from the agenda. The Board understands that emergencies arise and some items may occasionally need to be added. A complete Board packet will be distributed to Board members one week prior to the meeting. Board members who have questions or want additional information should submit those requests to the Executive Assistant prior to the meeting so she can communicate with the presenter.

The Board will approve the agenda at the beginning of each meeting. Members may request clarification or explanation on any item. The Chair will entertain one motion and a second to approve all items on the agenda as a whole. Any item may be removed from the work or business session by consensus of the Board. The agenda for the working session of the meeting will contain items of a routine nature and to the extent possible include items such as:

- Written reports from the WDE on compliance issues, rule and regulations efforts, progress on statewide testing development, work on content standards, and WDE initiatives
- Written reports from the SBE Staff
- SBE Committee reports
- Monitoring of SBE strategic goals
- Visits to schools
- Professional learning and growth for SBE members

The agenda for the business session of the meeting will contain items that will need discussion and action. Previous board meeting minutes and the treasurer's report shall be presented and approved. Discussion items that may require action to be taken at a subsequent meeting will be presented during the business meeting. Every effort should be made to have items appear as a discussion issues prior to taking action at a later meeting. Public comments will be addressed during the business session.

The agenda for the State Board of Vocational Education will contain items relevant to career technical education.

The meeting agenda may be amended at the beginning of each meeting by motion and subsequent majority vote.

Section 20: BOARD MEETING MINUTES

Wyoming state statute [§16-4-403](#) delineates the requirements for minutes of state board meetings.

Policy purpose: It is the purpose of this policy to define the process for developing and approving minutes, along with limitations on recordings of public speakers.

Policy statement:

The Executive Assistant shall have recorded the minutes of the proceedings of the Board. The official minutes of the State Board of Education shall be kept in the State Board of Education's office located at the Wyoming Department of Education and shall be open to inspection by the public.

A copy of the minutes of a meeting of the Board shall be e-mailed to each board member and the minutes shall be approved at the succeeding meeting. The minutes shall not be considered official unless and until approved by the Board.

Recording Public Speakers Comments during Public Comment Period

The minutes will reflect only the speaker's name, organization and topic of discussion. A copy of any preprinted public speaker's comments handed out at the meeting shall be attached to the minutes.

Section 21: PUBLIC PARTICIPATION AT STATE BOARD MEETINGS

Policy purpose: It is the purpose of this policy to ensure the public has every right to address the state board on issues related to its goals to help improve the quality of public schooling in Wyoming.

Policy statement:

The State Board of Education recognizes its obligation to help citizens of the State understand the operation of the public schools. The Board is also aware of the need for communication with citizens to permit the public to make its wishes known and also to permit the Board to explain general policies governing the operation of the schools in the State. Therefore, in an effort to provide a procedure by which matters of statewide interest concerning the schools may be brought before the Board while at the same time permitting the Board to conduct its meetings in an orderly and efficient manner, the State Board of Education announces the following policy with regard to citizen participation in the meetings of the Board:

Citizen participation will take place only during that part of the regular meeting designated on the agenda as the "Public Comment Period." Procedures for the "Public Comment Period" are as follows: 1) No commercial solicitations will be allowed. If any speaker makes such an attempt, he/she will immediately be asked to refrain from making any further remarks of a commercial nature. 2) The Chair shall limit each individual's comments to five (5) minutes, and the entire period to thirty (30) minutes. 3) There will be no response by board members to remarks made during the Public Comment Period. Board members may ask clarifying questions after remarks are complete. Board action, if any is warranted, shall be taken only at a subsequent meeting. 4) These procedures may be temporarily waived by a vote of two-thirds (2/3) of the board members present at any meeting where such a waiver is justified by extenuating circumstances. 5) The Chair has the authority to cut off a presenter if he/she becomes out of order. Complaints filed with the Board should relate only to matters over which the Board has direct jurisdiction. It is not within the authority of the Board to exercise those functions which the Legislature has specifically conferred on county and local boards of trustees. Areas of local involvement, such as failure of a teacher to be re-employed by a local board of trustees, assignment of pupils, discipline of students, and similar matters related to local operations, should be pursued at the district level.

Statement of Chair: The following statement will be read before any citizen speaks to the Board during the Public Comment Period: We appreciate your interest in public education. You will be allotted five (5) minutes for your comments. Since we are hearing your comments for the first time, it is our policy to accept your comments as information. If we have questions or need additional information, we will contact you at a later date. Thank you for understanding our procedures.

Section 22: EXECUTIVE SESSIONS

Statutory provisions for public meetings to go into Executive Session are enumerated in [§16-4-405](#).

Policy purpose: The purpose of this policy is to ensure the proper compliance of the Wyoming State Board of Education with the law (and the spirit) of Executive Session statute.

Policy statement:

The Board, by majority vote of the membership present, may go into executive session for the reasons specified by law. (See Statute as printed above.) An executive session is commonly attended by members of the board, Board Attorney, Executive Assistant, and staff identified by the Chair as necessary to contribute to items under consideration; and, if applicable, parties being heard on appropriate executive sessions matters.

Before going into executive session, the Chair shall put the question of whether to meet in executive session to vote. If such vote is favorable, the Chair will then announce the *specific* purpose of the executive session, identify the reason for going into an executive session.

No vote will be taken in executive session. A vote may be taken on any action discussed in executive session only after the Board returns to open session. No notes will be taken in executive session except for the Recording Secretary, and everything is confidential.

Minutes will be taken in executive session; however, the minutes shall be confidential and produced only in response to a valid court order.

Section 23: VOTING METHOD

Policy purpose: It is the purpose of this policy, to clarify the voting procedures of the state board.

Policy statement:

Votes of the Board shall be by voice vote. The Chair may call for a show of hands in cases where it cannot be determined whether a motion has carried. Any member of the Board may request a verification of the voice vote by requesting a roll call vote. Votes may be cast by board members in person only.

Section 24: ETHICS

The Executive Branch Code of Ethics is fully presented in Interim Executive Order 1997-4.

Policy purpose: It is the purpose of this policy to ensure that members of the Wyoming State Board of Education conduct themselves following the prescription for ethical behavior, recognizing that they serve at the pleasure of and as representatives of the governor of the state of Wyoming.

Policy statement:

Each board member is responsible for both integrity and the consequences of his/her own actions. Each and every board member must follow the highest standards of honesty, integrity, and fairness when engaging in any activity particularly with customers, the public, and other board members.

No member of the Board is entitled, nor should s/he expect to receive any preferential treatment in service or status beyond that of any taxpayer in Wyoming.

Board members may not knowingly take advantage or benefit from information obtained from their official duties and responsibilities as a member of the Board of Education.

The Chair of the Board of Education is responsible for immediate interpretation, application and enforcement of policies related to Board membership. All complaints concerning a possible ethical violation shall be made to the Chair who shall make an initial determination of the issue. If further action is warranted, the Chair will pursue an appropriate course of action.

Section 25: ANNUAL OPERATING BUDGET OF THE BOARD

Policy purpose: It is the purpose of this policy to establish collaborative procedures for ensuring the state board requests (and receives) the budget needed to fulfill the statutory duties of the board.

Policy statement:

The fiscal year for the State Board of Education begins each year on the first day of July and ends on the thirtieth day of June.

The Superintendent/Department Liaison, will share with the Board Coordinator, Treasurer, Chairman and Executive Assistant all applicable worksheets and budget information to plan the biennial Board budget. With assistance from the Department the Board will develop a draft biennial budget. The Board will review the budget and recommend revisions, if necessary before final approval and submission of the budget.

The Board Coordinator will be present in the meeting in which the proposed budget is presented to the Joint Appropriations Committee.

Section 26: MONITORING CONTRACTS

Policy purpose: It is the purpose of this policy to ensure the state board is meeting its obligation to properly execute and monitor contracts.

Policy statement:

The Board may contract with outside individuals or parties for services. The administrative committee shall monitor those contracts on an ongoing basis for efficacy and necessity.

Section 27: ROBERT'S RULES OF ORDER - SUMMARY VERSION

For Fair and Orderly Meetings & Conventions

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything!

Silence means consent!

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Debate can not begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair! Motion/Resolution - Amendment - Motion to Postpone
- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

The Rules

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view

- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to "Close Debate" if preferred
- **Informal Consideration:** Move that the assembly go into "**Committee of the Whole**" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

Section 28: PUBLIC COMMENT

Policy purpose: It is the purpose of this policy to clarify receiving comments from the public during rulemaking considerations.

Policy statement:

The Board shall receive comments from the public made in response to its rulemaking. The Board shall receive these comments at a public meeting or by receiving written comments. The Board shall respond to the comments it receives by aggregating the comments it received and making them and its responses available to the public when a rule is adopted. The Board shall respond to a commenter directly if the commenter requests.

Rulemaking decisions made by the Board shall not be based on private comments or conversations to which the public and other participating parties have no access, and no Board member shall willingly engage in private conversations about the rulemaking during the promulgation process. These communications are referred to as ex-parte communications. Those who engage with the Board must have confidence that they will be dealt with fairly and that they have the right to participate in Board proceedings. Ex-parte communications during rulemaking affect the integrity of the Board's decision-making process in raising questions of fairness, accuracy in fact-finding, unequal access to decision makers, and improper influence. A board member, if approached individually about a rule currently in the promulgation process, may refuse to discuss the matter or receive the communication. If the board member receives the ex-parte communication, the board member shall, if the communication is in writing, submit the communication to the persons managing comments to be addressed with all other comments received. If the communication is not in writing, the board member shall reduce the communication to a written summary and submit that as if it were a written communication. If the communication occurs after the time for public comment has ended, and if necessary or desirable to assure an effective opportunity for public participation, the Board shall provide an opportunity for the public to review the record and comment before the Board makes a final decision.

The Board may entertain or receive public comments on subjects unrelated to pending rules at any time. The comments may be submitted in writing to the Board or the Board may hear from members of the public at any time. The Board usually, though does not

always, reserves a time in public meetings to receive comments and feedback from those present.

Last revised: March 24, 2017

(Proposed) Section 29: INTERNAL AND EXTERNAL BOARD COMMUNICATIONS

Issues related to communications are intrinsically interwoven into the ethics statutes and executive orders. The Ethics Act is at [W.S. 9-13-101 through -109](#), and the two executive orders are Executive Order [1997-4](#) and [1981-12](#). Attached are the AG's office lobbying memos as well - the lobbying statutes are at [W.S. 28-7-101 through -201](#).

Policy purpose: The purpose of this policy is to identify the various channels of communication within the SBE, their intended purposes, and the roles and responsibilities of board members in accessing and using them. It also attempts to inform board members about the channels and best practices for interacting with the educational community and broader public throughout Wyoming.

Policy statement:

The SBE has the objective of enhancing and streamlining internal communications to reinforce the board's vision and strategic priorities. This involves ensuring that information is equitably disseminated to board members and is relevant, easy to access, accurate, and appropriate in both content and quality.

Each member of the SBE has a digital device allowing them to access and collaborate about key documents and information, primarily in email and on the shared Google Docs platform. SBE will continue to develop and expand new communication platforms, channels, and tools to improve information sharing and collaboration among SBE members.

This policy is to be implemented in a way that ensures compliance with relevant legislative requirements and standards of best practice.

Board members are encouraged to share information with their peers and the broader education community about activities and events that have an association with SBE.

In some cases, the board chair or delegate will speak, write, and communicate virtually for the board on issues that have come before the board. Every effort will be made to make such communications known to the entire board as time allows.

It is the individual responsibility of each board member to follow the "chain of command" in referring communication issues to the responsible party. Every effort will be made to date and time-stamp communications emanating from the board.

Proposed